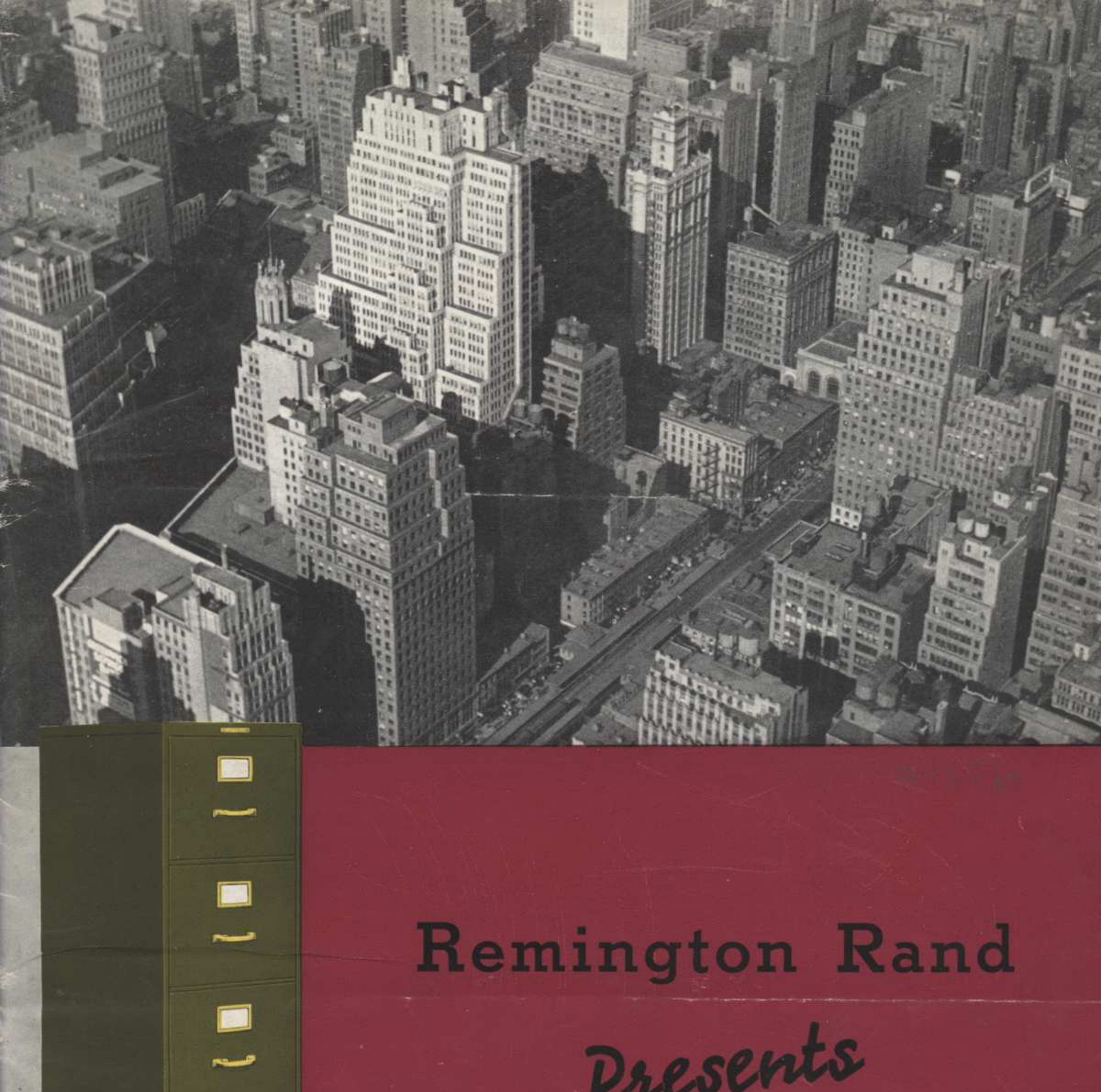


Remington Rand

Presents

ITS SOLUTION *for* CONGESTED OFFICES

IS YOUR OFFICE CROWDED? Remington Rand 5 DRAWER FILES Will Produce Needed Floor Space

What do you pay for office space? Is it $2, $3, or $6 per square foot per year?

If it's only $3, four Remington Rand 5-drawer filing cabinets will pay for themselves in from eight to eleven years. Four *insulated* 5-drawer Safe-Files 30 will balance your depreciation charges about as fast.

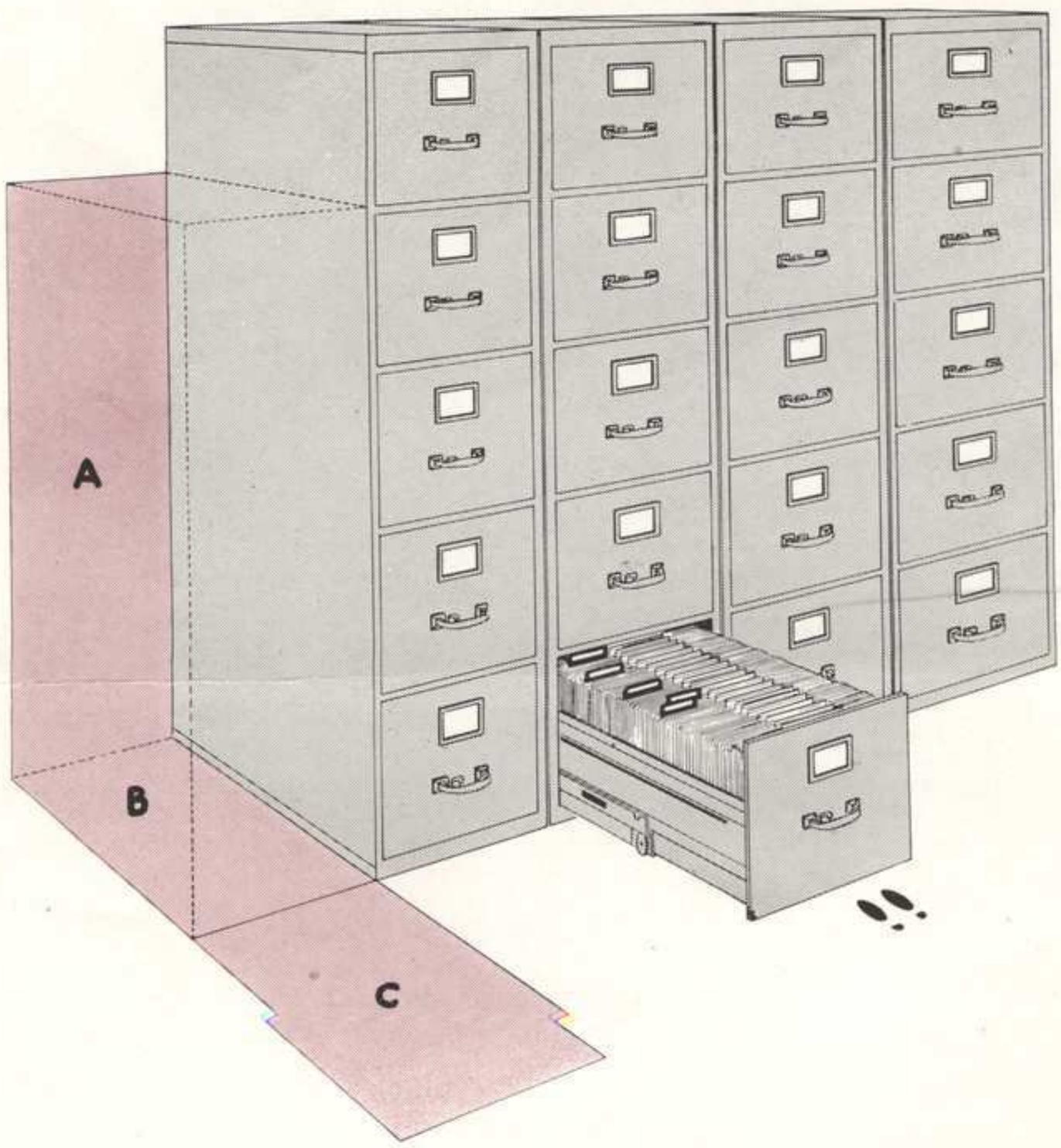
Five-drawer cabinets do this by saving the floor space which 4-drawer files waste in filing an equal number of letters.

Five 4-drawer files, in a 6-foot battery, require 13½ sq. ft. of floor space. They need 24 sq. ft. in front of the files so that the drawers can be opened and the filing clerk will have room to work. That makes a total of 37½ sq. ft. of floor space needed for five 4-drawer units.

Four Remington Rand 5-drawer files, with the same filing capacity, require only 30 sq. ft. of floor space—saving 7½ sq. ft. At only $3.00 per foot, this means an annual saving of $22.50 for the space that five 4-drawer files waste.

It takes only a few years at that rate to pay for four Remington Rand 5-drawer files. From that point you use them for nothing. Many firms have saved the expense of an enlarged office by replacing 4-drawer files with 5-drawer cabinets.

A 20% SPACE SAVING



Four Remington Rand 5-drawer files—20 drawers—will save the space of one 4-drawer file out of a battery of equal capacity. This saving is indicated in red

"A" indicates the 5-1/3 sq. ft. of wall space saved, not considered in this computation, but often of very great value.

"B" indicates the 2-3/4 sq. ft. of floor space saved otherwise under the files and not available for aisle use.

"C" indicates 4-3/4 sq. ft. of floor space saved in front of the files, making a grand total of 7-1/2 sq. ft. of floor space saved.

You Can Always Spot a Space Robber — It's a 4-Drawer File

IS YOUR VAULT CROWDED ? Remington Rand 5 DRAWER FILES Will Provide Needed Filing Space

When you spend $3, $4 or $6 per square foot for floor space (and your costs are probably higher, if you use a vault) it will pay you to replace space-wasting 4-drawer files with 5-drawer units merely on the basis of increased capacity. The fifth drawer adds 25% to the ordinary cabinet's ability to hold important papers.

That means 6000 more letters per cabinet. Or it permits relief of congestion throughout your files and results in better filing accuracy and speed.

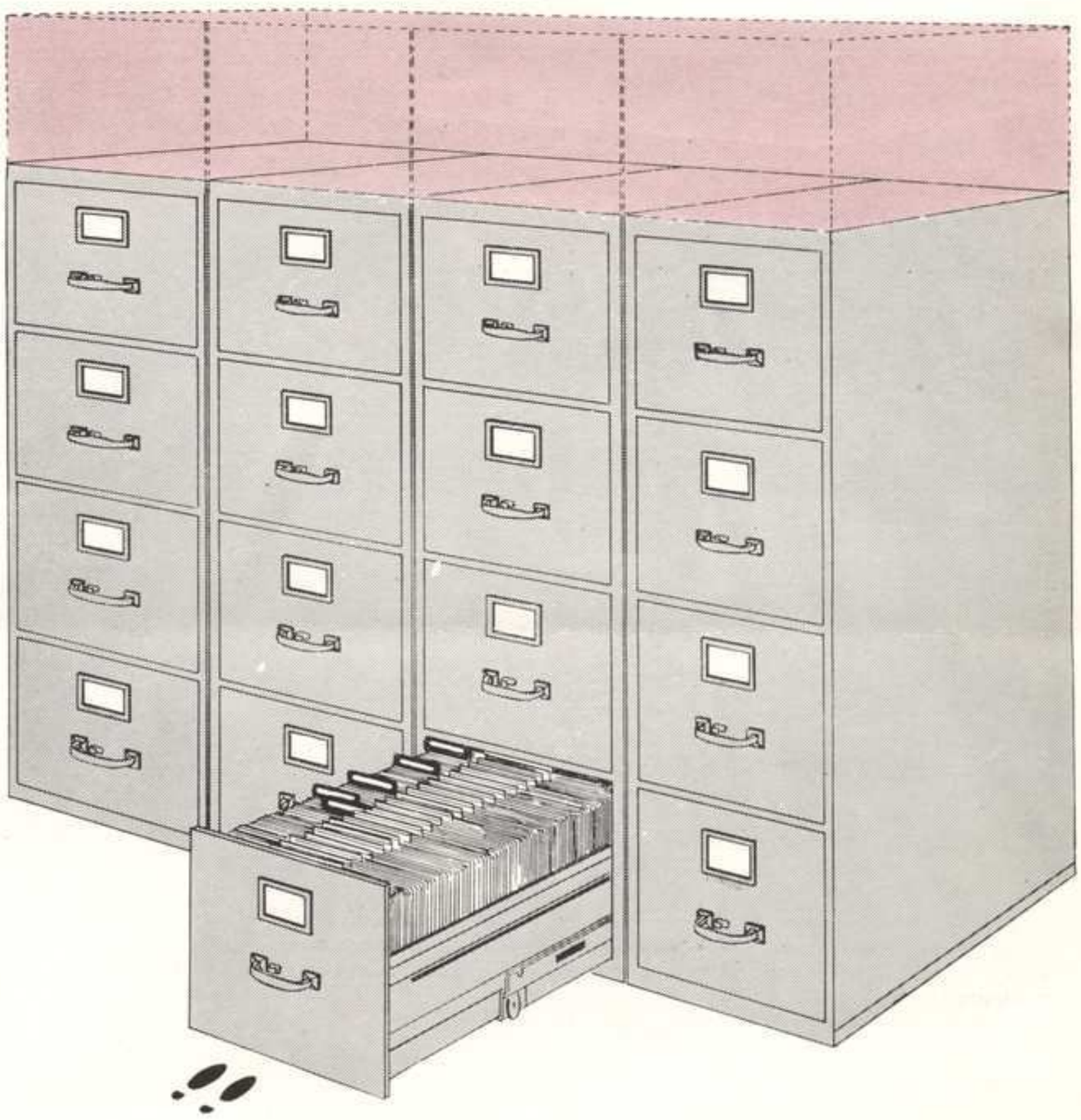
This concentration of filing shortens the trip along the length of a battery, noticeably reduces the "mileage" making up the average day's work. And the use of 5-drawer files brings new and welcome convenience to any filing department. One drawer in five, instead of one in four, is in that awkward position at the bottom of the cabinets.

All these factors in filing are effected by adding only 6½ inches to the height of a 4-drawer cabinet—1″ more than you add when you set a unit on a sanitary leg base. This height, 57½ inches, is well within the reach of a person of less than average stature.

A 25% CAPACITY INCREASE

The row of drawers, shown here in red, represents the increase in capacity accomplished when you substitute Remington Rand 5-drawer files for cabinets with only four. Our engineers have brought this added space well within the reach of girls of less than average height.

Space restrictions, in vault or general filing department, need not result in crowded files. The gain in neatness, when you use 5-drawer files, makes inevitably for reduction in filing errors. Filing clerks always do better work when they have efficient tools.



5-Drawer Files Are Accessible to Clerks of Average Height

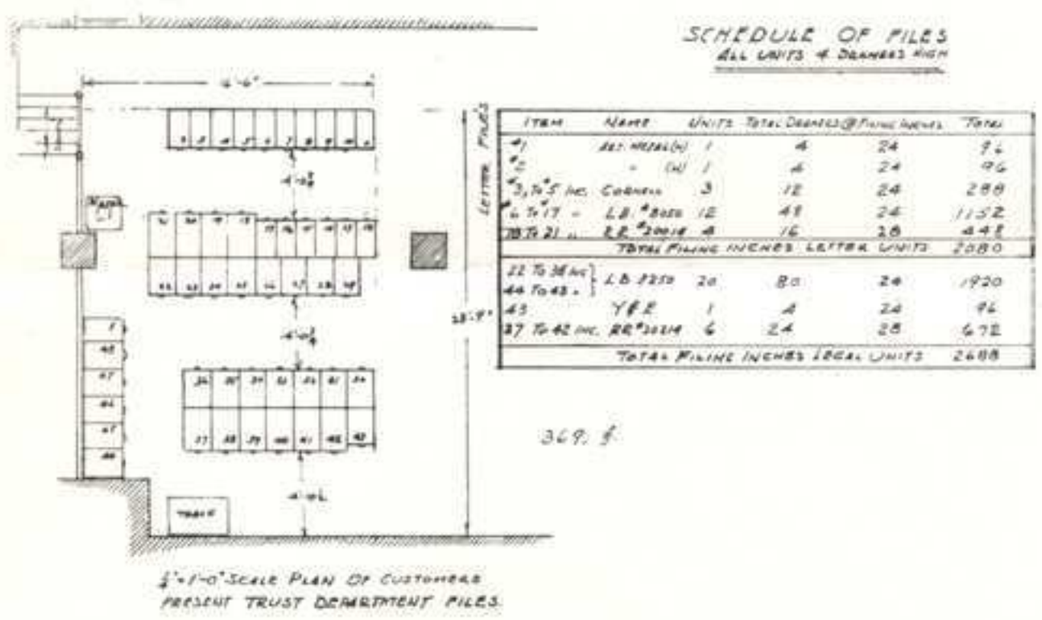
HOW THESE SAVINGS ARE BROUGHT TO YOUR OFFICE

The increased capacity of Remington Rand 5-drawer files can be translated into space savings right in your office. Our procedure necessitates no detailed study on your part nor does it require you to familiarize yourself with all the details of office engineering. It does, however, provide you with a dollar and cent valuation of the economies you will effect through 5-drawer files.

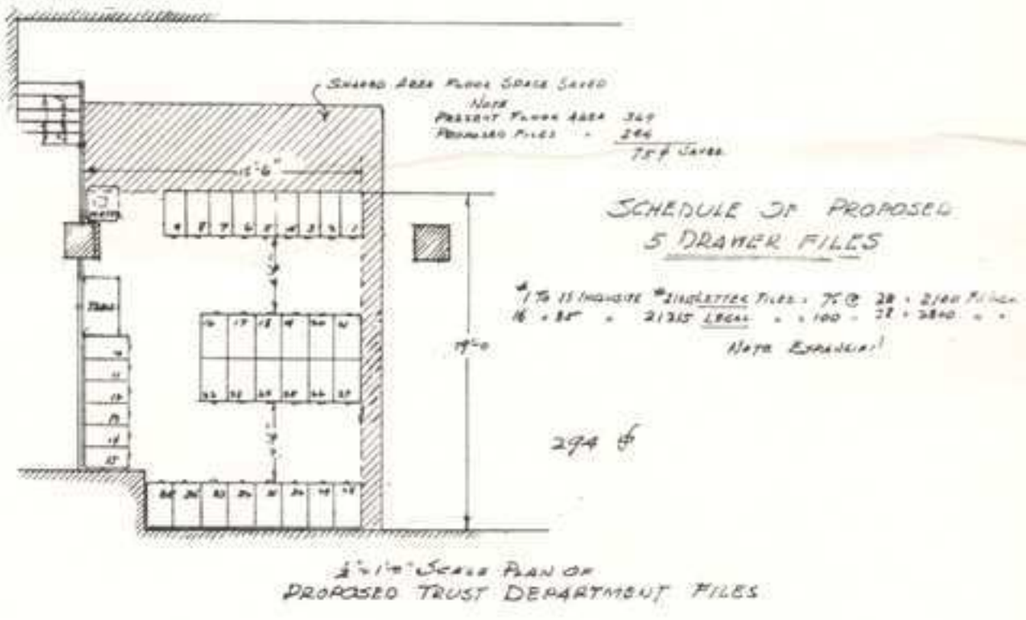
First we will chart the conditions under which you operate. Every inch of costly floor space between one wall and another will have its uses outlined in black and white.

Then the requirements of the future will be visualized, and recommendations will be made which look to savings of space and money. What are your filing problems likely to be? How many files do you need and how much room will they require? Just how will it be possible to enlarge the uses of your present floor space? All these factors in utilization of the facilities at your command will be brought to a form that quickly presents the savings you may expect. There isn't any guesswork. There isn't any speculation. You will know—absolutely—the returns your investment will surely earn.

HERE A 35% SPACE SAVING WAS EFFECTED


SCHEDULE OF FILES
ALL UNITS 4 DRAWERS HIGH
ITEM NAME UNITS TOTAL DRAWERS @ FILING INCHES TOTAL
#1 LET. HEIGHT (H) 1 4 24 96
#2 " (W) 1 4 24 96
#3, 4 & 5 INC. CORNER 3 12 24 288
6 TO 17 " LB. #3050 12 48 24 1152
18 TO 21 " LB. #3018 4 16 28 448
TOTAL FILING INCHES LETTER UNITS 2080
22 TO 39 INC. 44 TO 48 " LB. #250 20 80 24 1920
43 " Y&E 1 4 24 96
37 TO 42 INC. RR #3014 6 24 28 672
TOTAL FILING INCHES LEGAL UNITS 2688
LETTER FILES
369 SQ. FT.
1/4"-1'-0" SCALE PLAN OF CUSTOMERS PRESENT TRUST DEPARTMENT FILES.

These sketches were prepared to strengthen the modernization program of a large New England bank. They show both the present and proposed arrangements.


SHADED AREA FLOOR SPACE SAVED
NOTE
PRESENT FLOOR AREA 349
PROPOSED FILES 294
75 SQ. FT. SAVED
SCHEDULE OF PROPOSED 5 DRAWER FILES
294 SQ. FT.
1/4"-1'-0" SCALE PLAN OF PROPOSED TRUST DEPARTMENT FILES

At the left is the arrangement of files before modernization took place. The sketch at the right is the basis on which extensive improvements were initiated.

Remington Rand Will Blueprint Your Savings

WHY YOU WILL COLLECT THESE DIVIDENDS FOR A BUSINESS LIFETIME

THE DRAWER

The body of the drawer is formed from a single sheet of steel, and the back is welded on. Drawer heads consist of inner and outer sections, for one model insulated, the Safe-Files 30, and for the three models of uninsulated files. The result of this construction is strength to endure more than a generation of constant operation without the slightest impairment of working ease.

SUBSTITUTE DRAWERS

The uninsulated Aristocrat V model permits substitution of drawers accommodating record or index cards or documents for drawers in letter or legal sizes. Thus varied provision for filing may be made on the same restricted floor area that is used for letters or other business papers. This combination of accommodation brings further reduction of the need for space. It extends the usefulness of 5-drawer files materially.

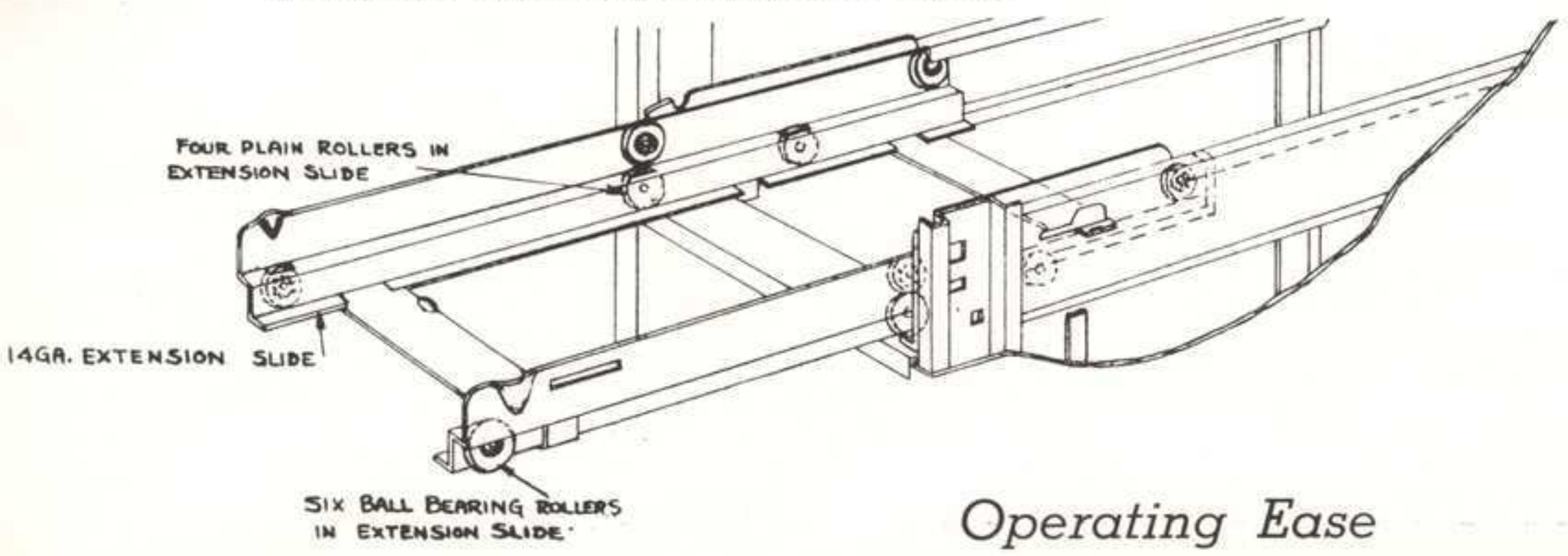
No 251—one document drawer, two compartments, for letter openings. No. 451—one document drawer, three compartments, for legal openings.

No. 252—one 5x3 card drawer, two compartments, two required for letter openings. No. 452—one 5x3 card drawer, three compartments, two required for legal openings.

No. 262—one 6x4 card drawer, two compartments, two required for letter openings. No. 462—one 6x4 card drawer, two compartments, two required for legal openings.

THE SLIDE

The cradle-type, progressive extension slide is equipped with six ball bearing, four plain rollers. The drawer is fitted with positive, reinforced stops.

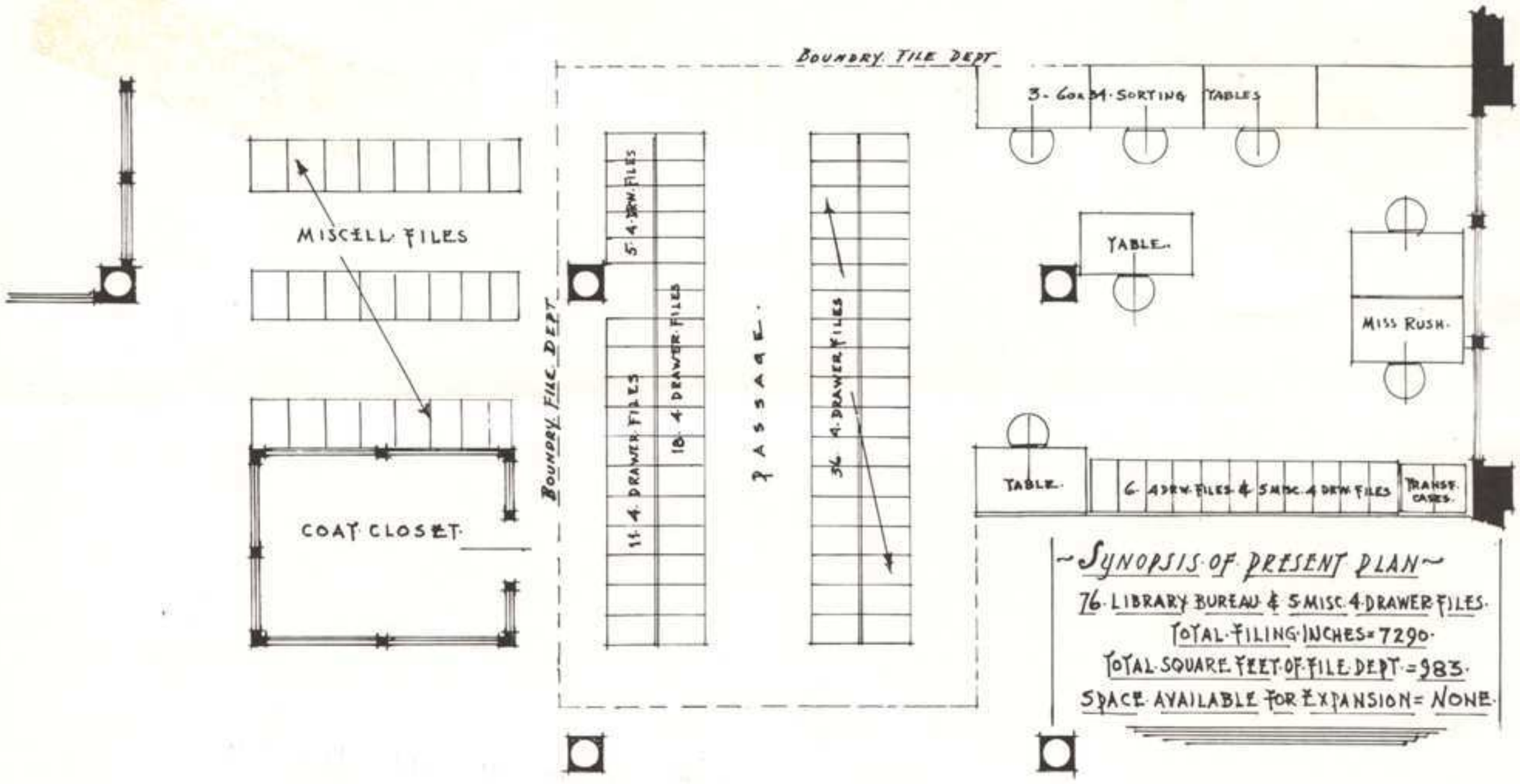


Operating Ease

HOW E. R. SQUIBB & SONS FOUND SPACE FOR ITS COST DEPARTMENT AND MORE ROOM FOR FILING

Before Modernization

You recognize the name of E. R. Squibb & Sons. This fine old drug manufacturer is known everywhere in the world. Remington Rand has rendered a signal service to this company. Its 81 4-drawer files occupied considerable space. The department's own desks, tables and chairs were not well located. Other offices in the building were crowded.

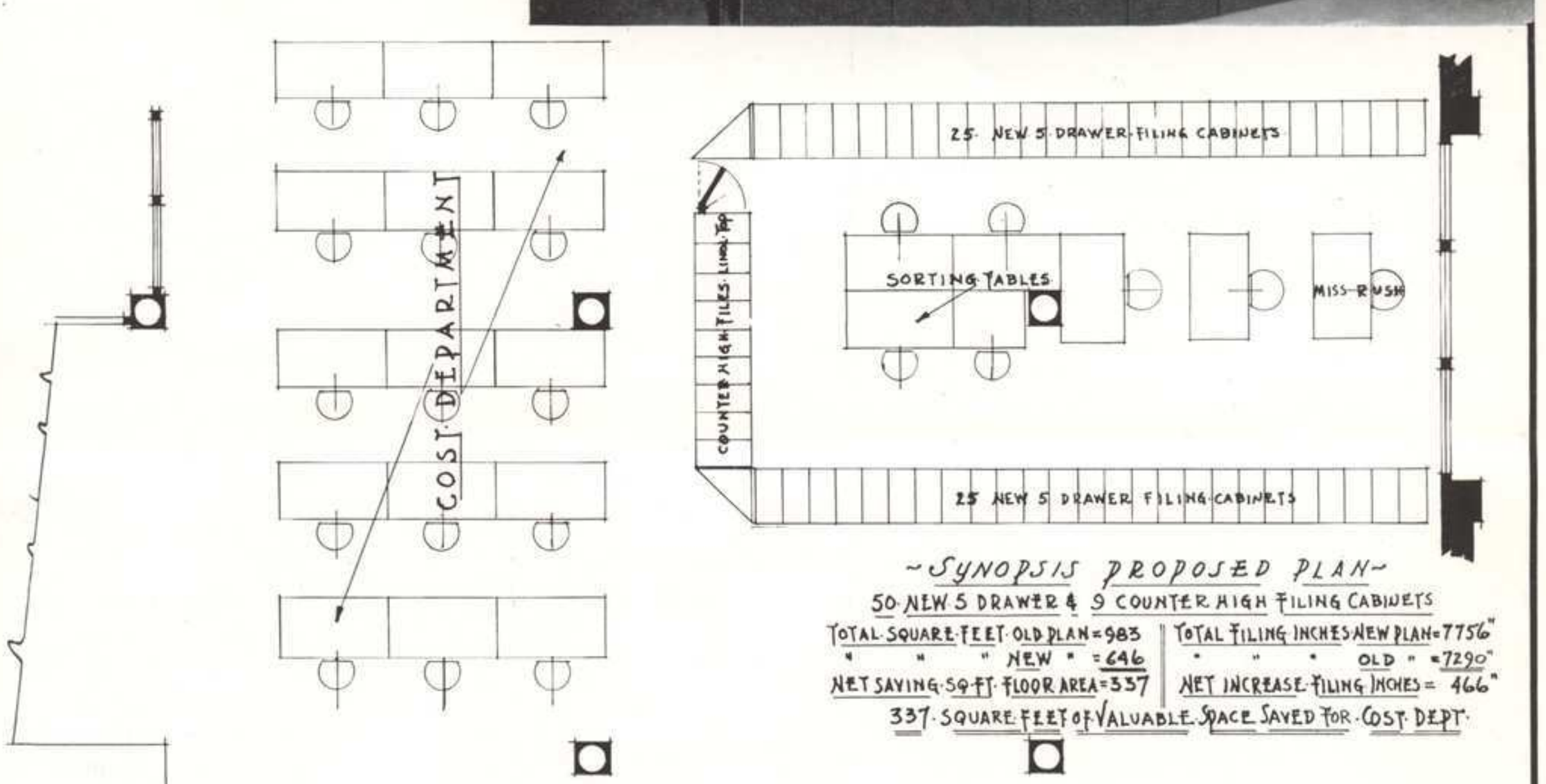


The Added Space You Need May Be Right In Your Offices

50 5-DRAWER FILES AND 9 COUNTERHEIGHTS REPLACED 81 SPACE CONSUMING 4-DRAWER CABINETS

After Modernization

Remington Rand's graphic presentation of its proposals took the form of "before" and "after" sketches. Fifty 5-drawer files and 9 counterheights replaced the 4-drawer cabinets. They give ample room for future expansion. They freed enough space to accommodate the fifteen desks of the Cost Department which was moved from another floor.



~SYNOPSIS PROPOSED PLAN~

50 NEW 5 DRAWER & 9 COUNTER HIGH FILING CABINETS

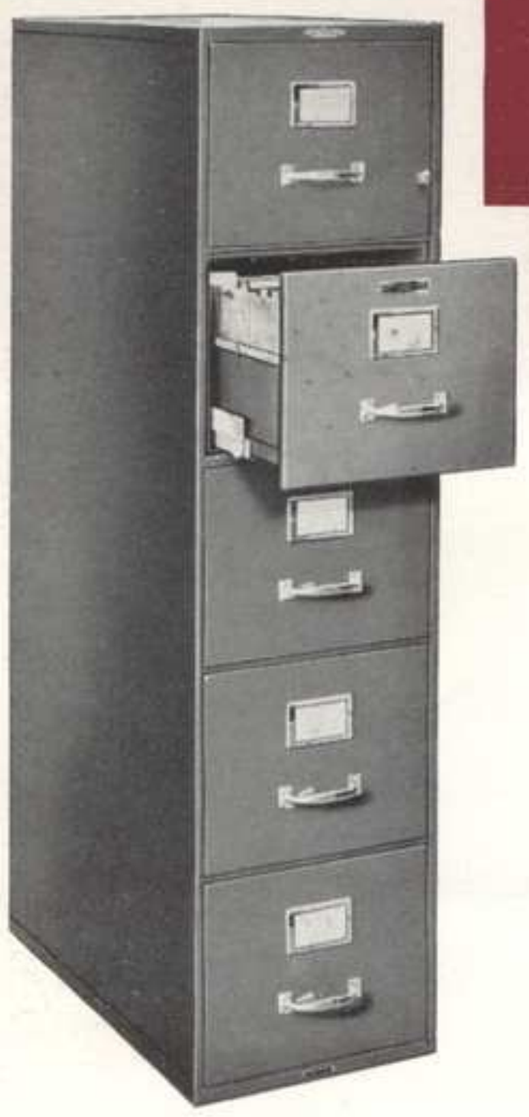
TOTAL SQUARE FEET OLD PLAN = 983	TOTAL FILING INCHES NEW PLAN = 7756"
" " " NEW " = 646	" " " OLD " = 7290"
NET SAVING SQ FT FLOOR AREA = 337	NET INCREASE FILING INCHES = 466"

337 SQUARE FEET OF VALUABLE SPACE SAVED FOR COST DEPT.

Whether Rents Are High or Low, Space is Valuable

THE SAFE-FILE "30"

5 Drawers



No. 8015 . letter size
No. 8035 . legal size

The Safe-File "30" is the modern insulated filing cabinet. The 5-drawer model, shown here, is certified by Remington Rand's Safe-Cabinet Laboratory and the Safe Manufacturers National Association as able to protect its contents from extreme heat, ranging up to 1550 degrees, for a period of thirty minutes. Thus filing efficiency is combined with fire protection.

The Safe-File "30" is insulated on top, bottom, back and sides. Each drawer is placed in an insulated safe-compartment, which effectively localizes the risk to papers. The outer drawer head is also insulated, and is tongued and grooved to fit the contours of the front of the frame. Individual drawer latches prevent rebounds and accidental opening. A standard general lock, operating by depression of a protruding plunger, controls all the drawers of individual units.

ARISTOCRAT V

This is Remington Rand's Grade "A" 5-drawer file, and it is labeled to indicate the rating accorded it. The design embodies every refinement that has placed Remington Rand "Aristocrat" cabinets in an acknowledged position of superiority.

The heavily reinforced frame, the one-piece drawer body, the cradle-type, ball-bearing equipped suspension slides, the individual drawer latches, the provisions for general locks, the rail-type followers—all supply you with equipment that is outstanding for working convenience and freedom from breakdowns.

Each of the five drawers of an Aristocrat V provides 28 net inches of filing space, 10% more than in the usual cabinet. There is provision for substitution of drawers to accommodate documents or 5x3 or 6x4 cards in either the letter or legal cabinets. The followers may be replaced by Flexiblocks, expanding Flexifiles or multiple dividers. Units are available in letter and legal size—with and without guide rods.

No. 21015 . letter size
No. 21215 . legal size

These Are The World's Finest Files

ARISTOCRAT JR. V

No. 25015 . letter size
No. 25215 . legal size

The Aristocrat Jr. V is also a Grade "A" file and is so labeled by Remington Rand. In all respects it conforms to the standards of the Aristocrat V, with the exception of its outside depth. This cabinet measures 28" deep instead of the 29-13/16" of the Aristocrat V. It provides 26-1/8 net filing inches per drawer.

This depth corresponds with the smaller capacity of cabinets not made by Remington Rand, and makes it practical to place Aristocrat Jr. V's with these units and still preserve the alignment of a battery. You may thus have the many features of Remington Rand construction, regardless of the equipment you may now use.

The appearance of Aristocrats adds to the attractiveness of any surroundings. They have a "Marproof" enamel finish of olive green, grained walnut or mahogany. Solid bronze drawer pulls and label holders are standard. The result is permanent "good looks", which harmonize with any furnishings.

No. 14015 . letter size
No. 14215 . legal size

REVERE V

The Revere V brings "Commercial" standard construction to the 5-drawer file design. This cabinet, available in letter and legal drawer dimensions, bears the Grade "B" label of its maker, Remington Rand. It is priced in a range somewhat lower than that of Aristocrats.

But despite this cabinet's "commercial" rating, it has a large proportion of the features that have built the reputation of Aristocrats. The frame is made of heavy steel and is strongly braced at the corners and between the drawers. The drawer has a one-piece body and a double drawer head, reinforced by channeled retainers.

Revere slides are made of 14 gauge steel and are zinc plated to prevent corrosion. They will carry the normal 60-pound drawer load during many years of active use. And they bring the last fractional inch of the extended drawer outside the cabinet, without a sign of sag or sway. Each slide has ten rollers, two of them ball bearing.

Adapted To Any Filing Purpose

The 5-Drawer File Soon Returns Its Purchase Price

NASHUA GUMMED & COATED PAPER CO., NASHUA, N. H. This extensive installation of Remington Rand Aristocrat V's formed a part of this big company's complete office modernization program.

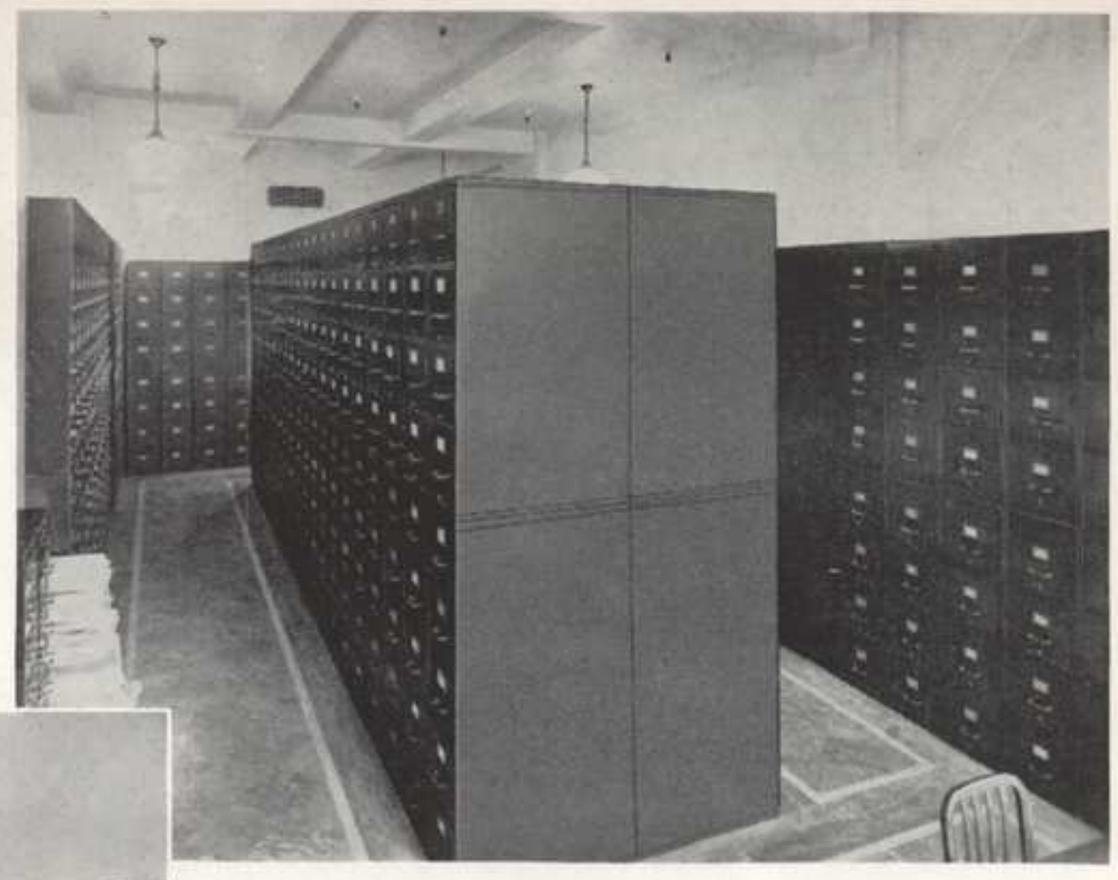
WAUKESHA MOTOR COMPANY, WAUKESHA, WIS. Here five-drawer files, replacing cabinets with four drawers, quickly proved their space saving ability—a 20% reduction in floor area requirements.

ALLIS-CHALMERS MANUFACTURING CO., MILWAUKEE, WIS. These 5-drawer cabinets, supplied by Remington Rand, centralized the filing activities of the Tractor Division of this organization.

THE SUN OIL COMPANY, PHILADELPHIA, PA. This large organization has embarked upon a modernization schedule that contemplates replacement of all 4-drawer files with 5-drawer units.

Your Surest Guaranty of Profit, Our Satisfied Users

Space Can Be Saved-- and Utilized-- in Any Office



NEW YORK TIMES, NEW YORK CITY. The famous "Morgue" or reference library is shown in this view. Remington Rand 5-drawer files are used exclusively.

JOHNSON & JOHNSON, NEW BRUNSWICK, N.J. This is the credit department of this widely known maker of surgical supplies, equipped with Variadex and 5-drawer files.

AMERICAN HARD RUBBER CO., BROOKLYN, N. Y. Space saving in the offices of this large organization is spectacular—5-drawer units being substituted for the conventional 4-drawer files.

INTERTYPE CORPORATION, CHICAGO, ILL. This battery of 5-drawer files was installed in accordance with a modernization program that extended to the entire office.

What 5-Drawer Files Do For Others, They Will Do For You

HAGLEY MUSEUM AND LIBRARY

Trade
Cat
.R38
193-a

Remington Rand's Extensive Resources in the Visible Record Field Perfectly Match the Efficiency of 5-Drawer Files

The Newest Principle of Management — Control Through Records

"Visible" records are no longer confined to the "slide in a cabinet" type of construction. So impressive has been the spread of the control principle of visible record keeping that you may now apply the principle in many different forms—even protected from fire in heavily insulated Safe-Cabinets or Safe-Ledger Trays. To know all the opportunities for control through visible records, send to our nearest branch for descriptive literature. Or better yet—ask for a complete demonstration of the new ways of maintaining your records of accounts, inventory, sales or personnel.

If It's a File or Record, See If Remington Rand Makes It

5 DRAWER FILES
products of

Remington Rand Inc.
BUFFALO • • NEW YORK

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